



# STATE OF CALIFORNIA

## DEPARTMENT OF REHABILITATION PROMOTIONAL EXAMINATION FOR

### PERSONNEL SUPERVISOR I

**FINAL FILING DATE: FEBRUARY 16, 2016**

"An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation."

EXAMINATION BASE	DEPARTMENTAL PROMOTIONAL SPOT – SACRAMENTO FOR: DEPARTMENT OF REHABILITATION
WHO CAN APPLY	<p>This is a departmental promotional examination for the Department of Rehabilitation.</p> <ol style="list-style-type: none"> <li>1. Applicants must have a permanent civil service appointment with the Department of Rehabilitation as of the final filing date in order to participate in this examination; or</li> <li>2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or</li> <li>3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or</li> <li>4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.</li> </ol>
HOW TO APPLY	<p>Applications (Form 678 Rev. 06/10) must be RECEIVED AND/OR POSTMARKED no later than the final filing date of <b>February 16, 2016</b>. FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked AFTER the final filing date and personally delivered and/or received via inter-office mail AFTER 5:00 p.m. on the final filing date <u>will not</u> be accepted for any reason. The examination title must be indicated on your application.</p> <p>Applications (Form 678) may be filed in person or by mail with:</p> <p style="text-align: center;">Department of Rehabilitation Selection Services 721 Capitol Mall Sacramento, CA 95814 Attn: Trinie Flaggs</p> <p>Applications are also available at the local offices of the Employment Development Department and at the California Department of Human Resource's website <a href="http://www.calhr.ca.gov">www.calhr.ca.gov</a> or at the Department of Rehabilitation's web site at <a href="http://www.dor.ca.gov">www.dor.ca.gov</a> <b>SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR OTHER DEPARTMENT OF REHABILITATION OFFICES.</b></p>
SALARY RANGE (S)	\$3824 - \$4788 Monthly
SPECIAL TESTING ARRANGEMENTS	If you are a person with a disability and need special testing arrangements, mark the appropriate box in Item #2 of the "Application for Examination." You will be contacted to make specific arrangements.
TESTING DATE	It is anticipated that interviews will be held during April/May 2016.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>Applicants must meet the education and/or experience requirement for this examination by the final filing date.</p> <p>All applications submitted <b>must include</b>: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected.</p>
POSITION DESCRIPTION AND LOCATION(S)	<p>The Personnel Supervisor I is the first supervisory level in the series and incumbents are responsible for one or more personnel transactions programs. Under general supervision, incumbents supervise a staff of Personnel Specialists performing personnel/payroll transaction functions. Incumbents develop and provide training and technical assistance to internal and departmental staff.</p> <p>Positions are located in Sacramento.</p>

**SEE REVERSE FOR ADDITIONAL INFORMATION**

MINIMUM QUALIFICATIONS	<p>One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, a Senior Personnel Specialist, or Personnel Services Supervisor I.</p> <p>Additional Desirable Qualifications: Familiarity with automated systems.</p>
EXAMINATION PLAN/SCOPE	<p>This examination may consist of a Qualifications Appraisal Interview weighted 100%.</p> <p><b>If conditions warrant</b>, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.</p> <p>In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Candidates who do not appear for the interview will be disqualified.</p> <p>Scope:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"><li>Current office methods, procedures, equipment, and basic math principles;</li><li>Supervisor’s role and responsibility for promoting equal opportunity in hiring and employee development and promotion;</li><li>Laws, rules, regulations and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.</li><li>The Department’s Equal Employment Opportunity program objectives.</li></ol> <p>B. Ability to:</p> <ol style="list-style-type: none"><li>Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions;</li><li>Independently interpret and use reference material;</li><li>Give and follow directions;</li><li>Gather data;</li><li>Design and prepare tables, spreadsheets, and charts;</li><li>Advise employees of their rights;</li><li>Consult with supervisors on alternative actions which they may take on various transaction situations;</li><li>Communicate effectively;</li><li>Operate a computer/keyboard terminal;</li><li>Establish and maintain cooperative working relations with those contacted during the course of the work;</li><li>Organize and prioritize work;</li><li>Create and draft correspondence;</li><li>Maintain personnel records;</li><li>Plan, organize, direct, and evaluate the work of subordinate staff;</li><li>Analyze work processes;</li><li>Evaluate suggestions, and develop and implement effective courses of action;</li><li>Effectively present ideas and recommendations;</li><li>Develop subordinate staff and assess training and developmental needs;</li><li>Represent the department on intra/interdepartmental teams;</li><li>Coordinate a variety of personnel/payroll transactions;</li><li>Research critical transactions and recommend alternative solutions;</li><li>Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.</li></ol>
ELIGIBLE LIST INFORMATION	<p>Names of successful competitors are merged on to the list in order of final scores. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
CAREER CREDITS	<p>Career credits are not granted in promotional examinations.</p>
VETERANS POINTS	<p>Veterans’ preference points will not be granted in this examination.</p>

GENERAL INFORMATION

To learn more about the Department of Rehabilitation (e.g., how to prepare for a civil service examination, information regarding the Americans with Disabilities Act, the Limited Examination Appointment Process (LEAP), office locations, etc.) log on to web site at [www.dor.ca.gov](http://www.dor.ca.gov)

**It is the candidate’s responsibility** to contact the Department of Rehabilitation’s Selection Services Unit in Sacramento at (916) 558-5545 three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**If you meet the requirements**, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**The Department of Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service law and rules and all candidates will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the classification.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veterans' status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (STD. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>. And the Department of Veteran's Affairs.

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.  
California Relay (Telephone) Service for the Deaf or Hearing-impaired  
ONLY INDIVIDUALS AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED  
DEPARTMENT OF REHABILITATION  
SELECTION SERVICES UNIT  
721 CAPITOL MALL  
SACRAMENTO, CA. 95814  
TEL. NO. (916) 558-5545 TTY 711 (NATIONAL RELAY SERVICE)